



Wisconsin Ethics Commission

Campaign Finance | Lobbying | Ethics
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DATE: April 19, 2022

TO: All State Public Officials required to file Statement of Economic Interests (SEIs)

FROM: Ethics Staff

SUBJECT: New SEI filing requirements effective April 17, 2022

On April 17, 2022, new legislation under [2021 Act 267](#) became effective. Under the new law, any official required to file an SEI who leaves his or her position must file a final SEI no later than 21 days after leaving that position. You may choose to file your SEI shortly before you leave, as long as the information on the SEI will be accurate as of your end date. Any official who does not file an SEI in a timely manner may be subject to penalties including a forfeiture of up to \$500.00.

If you left (or will be leaving) your position after 4/17/2022, please follow the directions below. These are the same steps that all SEI filers follow, except for the second bullet point under Step 6. This procedure is temporary and will be updated once the SEI website can be updated to better facilitate these filings.

You may file your SEI electronically by following the directions below, or contact Ethics Commission staff to request a paper or pdf copy of the SEI form. Once you have filed your SEI online, you will receive an email confirmation. If you do not receive a confirmation email, please contact Ethics staff.

1. Login to the site <https://sei.wi.gov> .
 - o If your password does not work or your account is locked, you can always click **FILE YOUR SEI** and then **Forgot/Reset your password**. A new link will emailed to you, and when you click on that link, you can log in by entering your email and a new password twice.
2. You may be asked to reset your password. The new password must have one letter, one number, and one symbol, and be at least 6 characters long. Click **Reset**.
3. From the Menu bar, click **FILE YOUR SEI**.
4. Click your name in the **Active Officials** list.
5. Verify that your contact and position information are correct.
6. Click the "**STEP 3: FILE SEI**" Tab.
 - o Click "Start SEI" to create a record for the current year, or if the current year is already listed, use the green button to "Edit SEI".
 - o If you are filing a final SEI because you are leaving office, first make sure you have already filed an SEI for the current calendar year. Once that is complete, you will click "Start SEI" to create a filing record for the next calendar year. This will allow you to enter information current as of the date you left office.

- At the bottom of each screen, there is a green button that saves and steps you forward. Please verify the information on each screen, and then hit the green button.
 - In the final screen, you must check the "Certify" checkbox before you will see the "**Submit**" button.
7. Once you have filed your SEI, you will receive an email confirmation. If you do not receive a confirmation, please contact our office to ensure the SEI has been filed.

For additional help, please read the full instruction manual or contact our office.

[SEI System Instruction Manual](#)

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